

## Introduction

The CBC Phlebotomy Program is a one-quarter sequence designed to equip graduates with the knowledge, skills, and abilities necessary to function as members of a laboratory healthcare team in various settings. Phlebotomists are specialists in collecting medical specimens, particularly blood samples. Graduates will be prepared to apply for Washington State Department of Health (DOH) licensure as Certified Medical Assistant-Phlebotomists under RCW 18.360.030. For additional licensure information, visit [DOH Licensure Information](#).

During the first course, PHLEB 100, students must achieve an average score of 75% or higher on all tests and pass the required lab skills competencies to advance to the second course, PHLEB 101, and proceed to clinical rotations in the community.

Please note that malpractice fees are mandatory for all Health Science students and will be added to registration fees.

**Applicants are required to attach a current American Heart Association BLS Provider CPR Card and First Aid Certification to the application.**

Once admitted into the program, each student will be responsible for providing the following requirements:

- Program specific immunization records (details provided with admission into the program).
- Satisfactory criminal history background check using the college-approved vendor, Castle Branch. Criminal history background information is required of all clinical students in the CBC School of Health Sciences. Information obtained will be considered in determining student eligibility to complete clinical coursework. Inability to participate in clinical experiences due to the information obtained from the background check may result in the student's inability to satisfactorily complete program requirements. Any infraction while enrolled in the program should be self-reported to an instructor or the Dean for Health Sciences. Questions regarding this policy should be directed to the Dean for Health Sciences at (509) 544-8310.

After review of applications, applicants will be emailed a letter informing them of their status.

Completed Program applications and attachments can be scanned & emailed to [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu) or can be mailed and postmarked no later than the due date to:

**Columbia Basin College, School of Health Sciences**  
**Attn: Carolene Hall, MS-R2**  
**2600 North 20th Ave., Pasco, WA 99301**

For additional assistance, please contact the School of Health Sciences during office hours at (509) 544-8300.

**Licensing and Certification**

The Washington State Department of Health (DOH) requires licensure as a Certified Medical Assistant-Phlebotomist. To apply for this license, a fee of \$145 is required, along with your official college transcript listing completed Phlebotomy courses with passing grades.

Upon completing this program, students may also qualify to test with a national certifying agency, such as the American Society of Clinical Pathologists (ASCP), to become a Phlebotomy Technician. This certification process involves additional expenses and documentation. For more details, visit [ASCP.org](https://www.ascp.org).

**Phlebotomy Course Competencies and Expectations**

Phlebotomists work in various healthcare settings, including hospitals, blood banks, clinics, and outpatient laboratories. Students are required to collect blood and other specimen types from patients for analysis or other medical purposes. They will become proficient in various blood collection methods using supplies such as tourniquets, needles, syringes, multi-sample systems, and the correct handling and packaging of those collections. Additionally, students will learn the proper handling of all collection devices and sharps containers.

Students must establish a working knowledge of patient identification practices and HIPAA requirements. They will also understand and navigate computer programs related to their position. Throughout lectures, lab sessions, and clinical hours, students will exhibit the highest standard of professionalism when interacting with patients and healthcare workers.

Students must follow all policies and procedures set forth by clinical agencies, laboratory standards, and College policies and protocols.

Students will work with patients of all ages and backgrounds and must be able to relate to them and alleviate any fears about procedures.

The following is a brief list of some knowledge and skills students are expected to demonstrate while in the Phlebotomy Program:

- drawing of blood or access a vein on all patient demographics and ages,
- process specimens that are collected and prepare these specimens for transportation,
- provide clear instructions to patients about other collection techniques,
- draw blood from patients by finger stick from children and adults or by heel stick from infants,
- knowledge to test for donor screening or rapid test results (point of care testing), and
- conduct interviews and take vital signs for donors at a blood bank.

**Minimum Entrance Requirements for the Phlebotomy Program**

- A. Meet college admission criteria as stated in the Catalog prior to applying for application into the program.
- B. Complete the CBC Phlebotomy Program Application and submit the following documents:
  - A copy of your current American Heart Association BLS Provider CPR card
  - Copy of your current First Aid certification
  - A 300-word, double-spaced, typed essay explaining why you are interested in becoming a phlebotomist and what impact you hope to make in your community with this education
  - One letter of reference describing your professional character
- Students must have a placement test score that places them into Math 50 or higher, Reading 99 or higher, and English 101 or I-BEST English 101 or higher or have a college transcript showing Math and English 100 level or higher completed with a passing grade.

**I-BEST Program**

You may be eligible for the I-BEST Program (*Integrated Basic Education and Skills Training*) with one or more of the following placement scores:

- Reading            99
- English            ENGL&101: English composition plus ABE 90

**\*\*Note:** I-BEST support for the Phlebotomy program is only offered in Winter quarter.

The *Health Science Division* partners with *Transitional Studies* to offer academic support for students eligible for the I-BEST program during their training. In addition to the college courses, students attend a support class where they review classroom instruction, prepare for exams, and strengthen foundational skills.

For more information about eligibility for the program, application process and funding options, please email [ibest@columbiabasin.edu](mailto:ibest@columbiabasin.edu) or call 509-542-4389 to speak with the I-BEST Retention Specialist.

The application committee will review each application to confirm admission criteria is complete. Prior work experience and previous college coursework may help to prioritize applicants. If there are more qualified applicants than spots in the program, a lottery system will be used to select applicants. Applicants will be notified by email regarding admission status. Applicants who are not accepted may reapply during the next application period. An applicant must reapply for the quarter to be considered for future enrollment in the Phlebotomy program.

**General Information for Accepted Students**

Once accepted into the program, students will find the following information helpful for meeting the additional requirements necessary to maintain enrollment:

- A. **Washington State DOH Licensing Requirements:** Applicants must have the ability to read, write, and converse in English.
- B. **Post-Acceptance Requirements:** After acceptance, students must submit a national criminal history search and upload immunization records through Castle Branch, the college-approved vendor. All students must provide results of a yearly tuberculin (TB) skin test by the due date listed, comply with all program and College policies, and provide evidence of current required immunizations.

- C. **Submission Deadlines:** There are definitive due dates for submitting immunizations and background checks through Castle Branch. Failure to submit information by the due date may result in withdrawal from the program.
- D. **Study Expectations:** Students should expect to dedicate 3 hours of study time per week for each course credit.
- E. **Course Requirements:** All students must successfully complete required courses with a 75% or higher to remain enrolled in the Phlebotomy Program.
- F. **Attendance Policy:** Attendance is crucial for successfully completing the Phlebotomy certificate. Students must adhere to the attendance policy.
- G. **Financial Aid:** Scholarships and loans may be available through the Office of Financial Aid, Workforce Education Center, or Opportunity Grant. For more information, visit [Pay for College](#).
- H. **Health Insurance:** All students should have medical health insurance. If you do not have an insurance policy, one can be obtained through [4StudentHealth](#).
- I. **Malpractice Insurance:** All students are required to have malpractice insurance. This insurance will be included with tuition at the time of registration.

The following information has been provided to help applicants have a clear understanding of the variety of tasks associated with being a phlebotomist in the healthcare environment. The following materials have been provided by the United States Bureau of Labor Statistics (BLS) Occupational Handbook. The description provided may not be inclusive of all duties and responsibilities any individual employer may require of a person employed as a phlebotomist.

**Title:** Phlebotomist

**Code:** 079.364-022

**Description:** Draws blood from patients or donors in hospital, blood bank, or similar facility for analysis or other medical purposes. Assembles equipment such as tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray, according to requirements for specified tests or procedures. Verifies or records identity of patient or donor and converses with patient or donor to allay fear of procedure.

Applies tourniquet to arm, locates accessible vein, swabs puncture area with antiseptic, and inserts needle into vein to draw blood into collection tube or bag. Withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing. May prick finger to draw blood. May conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood bank.

The following information has been provided to inform students of the variety of skills and abilities required of a phlebotomist.

### **Skills**

**Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking:** Talking to others to convey information effectively.

**Instructing:** Teaching others how to do something.

**Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.

**Reading Comprehension:** Understanding written sentences and paragraphs in work-related documents.

**Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.

**Service Orientation:** Actively looking for ways to help people.

**Time Management:** Managing one's own time and the time of others.

**Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Writing:** Communicating effectively in writing as appropriate for the needs of the audience.

### Abilities

**Oral Comprehension:** The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression:** The ability to communicate information and ideas in speaking so others will understand.

**Speech Clarity:** The ability to speak clearly so others can understand you.

**Near Vision:** The ability to see details at close range (within a few feet of the observer).

**Information Ordering:** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong.

**Speech Recognition:** The ability to identify and understand the speech of another person.

**Written Comprehension:** The ability to read and understand information and ideas presented in writing.

**Written Expression:** The ability to communicate information and ideas in writing so others will understand.

**Deductive Reasoning:** The ability to apply general rules to specific problems to produce answers that make sense.

*Source: Occupational Information Network, [O\\*NET OnLine](#).*

Quarter	First Date to Submit Application	Last Date to Submit Application
Fall	June 12	July 10
Winter	September 1	September 29
Spring	December 16	January 7

### Demographic Information

Last Name	First	Middle	Previous Name(s)	
Address		City	State	Zip
Phone	Alternative Phone		CBC Student ID Number	
High School Attended		Date Graduated	Location of High School	
CBC Student email address (required)				

### Prerequisites for Admissions

American Heart Association	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Current BLS Provider CPR (Attach copy)			Provider	Date completed
First Aid Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
			Provider	Date completed
Do you have previous experience in healthcare?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
			Employer	Dates
Have you attached a letter of reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Essay Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
High School Diploma or GED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	High school diploma or GED needs to be completed by January 2024	
Have you received I-BEST approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Signature of Approver				

I certify the above information is accurate and complete. I agree to comply with program requirements before clinical hours will be allowed. I have read the course expectations and competencies and understand these criteria will determine my grade and if I will be able to attend clinical assignments. I understand that attendance is mandatory.

Applicant Signature

Date

# CBC STUDENT IMMUNIZATION GUIDELINES

Pregnant students should seek advice from their health care provider regarding their immunizations. If a student is unable to receive one or more of the following immunizations, the program director must be contacted before the program begins. **All titer results must be dated within one year of starting clinical rotations**

REQUIRED IMMUNIZATIONS:	
<b>Tuberculin (TB) Test</b>	<p><b>Initial TB Requirements</b></p> <p>A. Initial TB testing to be completed within one year prior to clinical start date            B. Documentation of 2 two-step PPD (skin) test with negative results <b>OR</b>            C. Documentation of an IGRA (blood) test with negative results (either QuantiFERON or T-Spot test)            D. If first time positive skin or blood test follow up with a healthcare provider to obtain a medical clearance letter to include chest x-ray results <b>OR</b>            E. If chronic (&gt;2) positive PPD skin or blood tests, provide documentation of two skin or one blood test readings, proof of chest x-ray documenting absence of TB, proof of medical treatment (if applicable) and TB questionnaire</p> <p><b>Annual TB Requirements - Testing is required annually; every 12 months.</b></p> <p><b>Also:</b></p> <p>A. If first test was positive the previous year, repeat the initial requirements, <b>OR</b>            B. If chronic (&gt;2) positive, a TB screening questionnaire must be filled out each year</p>
<b>Hepatitis B</b>	<p>A. Documentation of the 3-vaccine series completed at appropriate time intervals and postvaccination titer at 6-8 weeks after series completed. This titer must be an IgG Surface Antibody (also known as HBsAb).</p> <p>B. If negative titer showing no immunity after initial series, see your healthcare provider for recommendations.</p> <p>*A known non-responder to the vaccinations or a student declining a booster after showing no immunity, must sign a declination form before entering the clinical site.</p>
<b>Measles, Mumps, Rubella (MMR)</b>	<p><b>A.</b> Documentation of 2 doses of measles, mumps, and rubella virus vaccine <b>OR</b></p> <p><b>B.</b> Evidence of immunity with a positive titer</p> <p>Students born before 1957 must provide documentation of immunity (titer) and if no documentation is available, one dose of MMR is required.</p>
<b>Varicella Vaccine (Chicken Pox)</b>	<p><b>A.</b> Documentation of 2 vaccinations <b>OR</b></p> <p><b>B.</b> Evidence of immunity with a positive titer</p>
<b>Tetanus, Diphtheria &amp; Pertussis Toxoids Combined (Tdap)</b>	<p>A. Documentation of a one-time dose of Tdap, administered on or after 2006 and</p> <p>B. If greater than 10 years from dose of Tdap, a current dose of TD vaccine</p> <p>Note: To ensure continued protection against tetanus and diphtheria the CDC recommends a booster dose of Td administered every 10 years throughout life.</p>
<b>Influenza Seasonal Flu Vaccine</b>	<p>Provide proof of seasonal flu vaccination for the current flu season.</p> <p>Those students who are unable to receive the vaccine must sign a declination form and will follow their clinical facility's policy for wearing respiratory protection (mask) during influenza season.</p>
<b>COVID-19 Vaccine</b>	<p>Provide proof of COVID-19 vaccination. Documentation of completed vaccination series or single dose of US Emergency Use Authorized (EUA) COVID vaccine, or World Health Organization- approved vaccine series received outside of the US.</p>

\*Health care providers who have a high risk of occupational percutaneous or mucosal exposure to blood or body fluids, needle sticks, or exposure from lab testing materials should consider post vaccination follow-up if their HBsAb titer is negative. Although the clinical facility may not require post vaccination follow up, discussion with your health care provider is warranted regarding your personal protection.

\*\*Subject to clinical facility policies, students may seek an exemption if they are unable to receive a COVID-19 vaccine due to legitimate medical reasons or sincerely held religious beliefs. Many clinical facilities do not allow exemptions, which may affect clinical program enrollment or completion. Clinical facilities may also require a booster. Contact the Health Science division for additional information.

The following is an estimate of common expenses for students.

Item		Cost Estimated
1.	CBC Tuition Phlebotomy 100 is 44 hours	4 credits
	CBC Tuition Phlebotomy 101 is 120 clinical hours + 14 lab hours	5 credits
		\$1,500
2.	National background search and immunization tracker fee (by college-approved vendor)	\$150
	Drug Screen	\$50
3.	Scrub uniform by first week from Uniforms Northwest	\$75-\$100 (approximate)
4.	Vaccinations (estimated) costs will vary depending upon the history you have available.	\$100 - \$400
5.	Textbooks (CBC Bookstore)	\$175 (approximate)
6.	CBC Clinical ID badge by 4th week (Admissions desk - 1 <sup>st</sup> free)	\$3.50 replacement
7.	Shoes (not open toe, or clogs)	Variable
8.	Watch with second hand - Estimate	\$25
9.	1 small notebook (3")	Variable
10.	Black ink pens	Variable
11.	Washington State license requirements Application through WA DOH	\$145

Course includes an additional fee for student medical malpractice insurance. Students need to confirm actual costs of quarterly tuition and fees for each quarter by using the CBC's Paying for College [webpage](#).

For additional information or assistance, please contact the CBC School of Health Sciences at (509) 544-8300.

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School of Health Sciences  
2600 North 20<sup>th</sup> Ave, MS-R2  
Pasco, WA 99301

Please respond to the following question in 300 words or less. Type and double space your answer and attach a hard copy to the application.

- Why are you interested in Phlebotomy and what impact do you hope to make in your community when you become a Phlebotomist?